

UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON 25, D. C.

June 9, 1959
PPF:HRS:ir

DEPARTMENTAL CIRCULAR NO. 1008

TO HEADS OF DEPARTMENTS AND INDEPENDENT ESTABLISHMENTS

SUBJECT: Reports of Training Required By Public Law 85-507, Government
Employees Training Act

Training Conducted Under the Act

Section 18(a) of Public Law 85-507 requires each department to report annually on its training programs and plans for employees, both through Governmental and non-Governmental facilities. Section 39.207 of the Training Regulations of the Commission requires these reports to be prepared for each fiscal year and to be submitted to the Commission not later than September 1 of the succeeding fiscal year, and outlines the scope of the reports. It will be appreciated if each departmental headquarters will complete and send its report to the Commission prior to September 1, if possible.

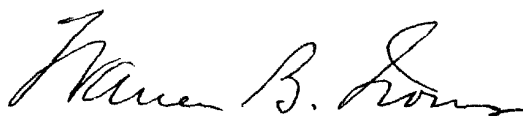
Training Conducted Under Other Authority

Some departments which have conducted training under authority other than Public Law 85-507 have inquired about their responsibility for reporting this training. Such reporting is not required by the Act. The intent of Congress, however, was to get an accurate total picture of training in Government. Accordingly, the Commission requests those departments which have conducted or authorized training, but not under Public Law 85-507, to report on that training for this fiscal year, if the desired information is readily available. A review of Chapter T-1 in the Federal Personnel Manual might be helpful toward preparing such reports, which should reach the Commission, in triplicate, not later than September 1.

Contributions and Awards

Departments with employees who have received, under authority of Section 19(a) of the Training Act, contributions and awards from

non-Governmental sources incident to training in non-Governmental facilities must report them in accordance with Section 39.207 (b) (3) of the Training Regulations.



Warren B. Irons
Executive Director

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